Increase Workplace Productivity with These 5 Simple Hacks

Jamilex Gotay, editorial associate

2023 is right around the corner. As you start thinking about New Year's Resolutions, consider making workplace productivity a priority. 2022 was riddled with stories of workplace burnout and fatigue. Luckily, we've found a few tips to turn that around and get you moving in the right direction.

1. **Learn To Say "No"**

Start saying "no" to habits that waste precious time—whether that's scrolling through social media or doing favors for others, prioritize your time to get your work done. If you don't have time to answer someone right away, send over a voice note or the FAQs page or "simply respond slower so they have the chance to find the answer for themselves," reads a *Forbes* article.

2. **Change Daily Habits**

Sometimes it takes changing the little things you do to improve your productivity. "I suggest tracking your habits as a way to motivate yourself to take small steps each day, setting yourself up for success versus being hard on yourself for not getting it perfect each day," reads another article from *Forbes*.

3. **Take a Break**

Taking a break does wonders for your health, both physically and mentally. "Allowing yourself downtime with minimal stimuli helps replenish your brain's capacity for attention, focus and creativity, and it allows you to process new information you've learned and tie it to other ideas," Samantha Artherholt, psychologist and clinical associate professor at UW School of Medicine Department of Rehabilitation, told Right as Rain.

Figure out what a "break" means to you. Is it going out to grab a coffee or taking a jog? By letting yourself get away and recharge, you're going to increase your productivity and health in the long run.

4. **Set a Schedule**

This is a simple yet effective way to boost productivity at work. Make a schedule of your priorities inside and outside the workplace. At work, focus on your performance and daily tasks. During your time off, structure your schedule to leave room for your obsession (hobby) and decompression (intentional relaxation). This way, you're able to maintain a healthy work-life balance that can be customized to your heart's content.

5. **Treat Yourself**

Once you accomplish your set tasks, reward yourself. You can treat yourself with something small, like a coffee break or short walk. As we enter the busiest time of the year, take advantage of retail sales or self-care regimens for positive reinforcement.